



2019 STREET & ALLEY IMPROVEMENT PROJECT
Preconstruction Meeting
Agenda/Outline (*Minutes in Red*)
City of Two Harbors
BMI Project No. N16.117151
9:00 am June 14, 2019

1. Introductions / Attendance
2. Project Description
3. Notice of Award
4. Contracts / Insurance
5. Notice to Proceed
6. Contract Administration
7. Project Communication
8. Construction Staking
9. Construction Documents
10. Reference Specifications
11. Milestones / Completion Date
12. Permits
13. Right-of-Way / Easements
14. Restrictions
15. Utilities
16. Contractor Schedule
17. Subcontractors / Suppliers
18. Submittals
19. Safety
20. Site Management
21. Erosion Control
22. Traffic Control and Access
23. Public Infrastructure
24. Removals
25. Excavation
26. Testing
27. Payments
28. Project Completion

1. Introductions / Attendance
 - a. Sign in sheet.
-Sign in sheet distributed. See copy attached to minutes.
-Only City, Utility Systems of America, and Bolton & Menk in attendance.
2. Project Description
 - a. Reconstruction of 6 blocks – 2 avenues, 4 alleys.
3. Notice of Award
 - a. Issued May 14, 2019.
4. Contracts / Insurance
 - a. Contracts
 - i. Issued to Contractor May 17, 2019.
 - ii. Returned to City Engineer May 23, 2019.
 - iii. Prevailing wages
 - iv. Project Labor Agreement
 1. Labor meeting
-Utility Systems stated they met with the Labor Council. Meeting was short, and no issues or complications were noted.
 2. Trade Council signature
 - a. Signed
-See signature page of PLA in contract manuals.
 3. Subcontractor forms
 - a. Not received yet
-All required signatures obtained. Forms delivered by Utility Systems at meeting. Will be bound in contract manuals.
 4. Workers in 55616 zip code.
-Information was discussed as required by the PLA.
 - b. Insurance Certificate.
 - i. Revised documents provided by Contractor June 10, 2019.
 1. City Attorney indicated acceptable.
-Contracts are ready for signature. City signed contracts at conclusion of meeting.
-Bolton & Menk will distribute signed contract manuals.
5. Notice to Proceed
 - a. Will be issued after contracts are signed.
-Was signed with contracts. Bolton & Menk will email copy to all parties.
-Notice to proceed effective June 17th.
6. Contract Administration
 - a. Owner – City of Two Harbors:
 - i. Dan Walker – City Administrator
 - ii. Blake Prince / Jim Gilbert – Public Works
 1. Storm Sewer
 2. Streets
 3. Sidewalks

- iii. Paul Johnson – Utility Superintendent
 - 1. Sanitary Sewer Collection
 - 2. Water Distribution
 - 3. Gas
- iv. Steve Kosmo
 - 1. Assistant to Paul Johnson.
- v. Blake Prince – Electric Superintendent.
 - 1. Electric

-City indicated they will have a new Public Works Superintendent starting July 1st.

- b. Engineer – Bolton & Menk
 - i. Joe Rhein – City Engineer
 - ii. Joe Pelawa – Duluth Office P.E.
 - iii. Garey Pankonin – Resident Project Representative
- c. Contractor – Utility Systems of America Inc.
 - i. Primary Contacts
 - 1. Project Manager – Jim Pucel
 - 2. Superintendent – Kenny Huisman
 - 3. On-Site Foremen:
 - a. Pipe Foreman
 - b. Street Foreman

-Jim Sellers will be foreman for 8th Avenue.

-Different crew will be on site for 9th Ave and Alleys. Foreman TBD.

- ii. 24-hour Emergency Contact
 - Utility Systems stated this will be the Foreman on site or Kenny Huisman.*
- iii. Safety
 - Utility Systems stated this will be the Foreman on site or Kenny Huisman.*
- iv. SWPPP Manager – Kenny Huisman

7. Project Communications

- a. Contractor questions should go to Engineer
 - i. 1st Contact – Garey.
 - ii. 2nd Contact – Joe P.
 - iii. 3rd Contact – Joe R.
- b. Direct resident questions to Engineer or to City Hall.
- c. Project website.
 - Project has been live on City website for a few months.*
 - Bolton & Menk will prepare periodic updates for posting.*
- d. Project notices.
 - i. Utility service interruptions
 - 1. See Requirements in Section 01310
 - a. Contractor schedule in advance with City & Engineer.
 - Minimum 48-hour written notice for residents.*
 - b. City prepare and deliver notices.
 - Utility Services requested to have the notice prepared for water main connection on 8th Avenue.*
 - Bolton & Menk will prepare for delivery on Monday June 17th.*

- ii. Other activities:
 - 1. Curbing / driveways
 - 2. Paving
 - e. Neighborhood meeting
 - i. June 10th @ 7:00 pm
 - Meeting went well. Approximately 10 members of public present.
 - f. Progress meetings.
 - i. Weekly meetings per Section 01315.
 - Consensus to hold meetings Wednesday at 9:00 am.
- 8. Construction Staking
 - a. Will be done by Bolton & Menk.
 - i. 2-working days minimum for request (Section 01720).
 - ii. Request through Garey.
 - Utility Services requested staking for utilities on 8th Avenue.
- 9. Construction Documents
 - a. Drawings
 - i. Conformed set for construction: 5-14-19.
 - 1. Title sheet stamped in red "ISSUED FOR CONSTRUCTION".
 - ii. Sets distributed at meeting.
 - b. Standard Detail Plates
 - i. On Drawings.
 - c. Project Manual/Specifications
 - i. Confirmed manual – cover stamped in red "ISSUED FOR CONSTRUCTION".
 - ii. Sets distributed at meeting.
 - d. PDF of Conformed documents
 - i. Available for download - Link sent out with meeting notice.
- 10. Reference Specifications
 - a. Project Manual Section 01420
 - i. Minnesota Department of Transportation (MnDOT)
 - 1. 2018 Standard Specification
 - 2. Standard Plans and Details
 - 3. MMUTCD
 - 4. Temporary Traffic Control Field Manual
 - ii. City Engineers Association of Minnesota (CEAM)
 - Bolton & Menk will have copies of reference specs on site.
- 11. Milestones / Completion Date
 - a. Project Manual Section 00520 – Agreement.
 - b. Milestones
 - i. Milestone #1: From start of work through aggregate base:
 - 1. Varies block to block.
 - 2. Does not apply to 9th Avenue.
 - Reviewed times. Longer period on 8th Avenue due to utilities.
 - ii. Milestone #2: From aggregate base through first lift of pavement
 - 1. All segments – same duration.

- 2. Does not apply to 9th Avenue.
-Discussed ability to group more segments for concrete & paving work.
- iii. Milestone #3 - From start of work through first lift of pavement
 - 1. Applies to 9th Avenue only.
- c. Substantial Completion: September 27, 2019.
 - i. All concrete, pavement, turf.
- d. Final Completion: October 18, 2019.
- e. Community Celebration – “Heritage Days”
 - i. July 11th – 14th.
 - ii. No direct impacts to project sites anticipated.
 - 1. Be generally aware of activities.

-See Heritage Days schedule of activities provided with these minutes.

12. Permits

- a. NPDES – Construction Stormwater General Permit
 - i. Application submitted online June 14th.
 - 1. Anticipated coverage start date: June 17th
 - a. No removals until coverage is confirmed.
 - ii. Contractor is Co-Permittee.
 - 1. Trained Construction SWPPP Manager.
 - a. Information has been provided.
 - iii. SWPPP
 - 1. Project Manual Section 02370.
 - 2. Drawings – Sheets C2.01 – C2.06.
 - 3. Copy maintained on-site at all times.
 - a. Update as necessary.
- b. Minnesota Department of Health.
 - i. For water system on 8th Avenue.
 - ii. Permit approved May 15, 2019.
- c. Lake County:
 - i. Impacts / patches to County Roads.
-8th Street is a County Road. Will affect Alleys N. of 7th and 8th Avenues.
-15th Street is a County Road. Will affect 9th Avenue.
-City has reviewed with County staff.
 - ii. County Pit – Peterson Pit (Spec 02330 2.1.H)
-Utility Systems does not plan to use County Pit for materials.
-Plan to use Hudson pit. Will also use Hudson pit for disposal.
- d. Permits not required:
 - i. MPCA (Sanitary Sewer).
 - 1. No new extension or services. Just replacement of existing.
-Existing home at 232 3rd Avenue has sanitary service connection to storm sewer in alley. Property owner to re-plumb service prior to work starting under this project on that segment. City has been in contact with Property Owner and their plumber. Owner also came to Neighborhood Meeting. Owner’s planned schedule should be compatible with Utility Systems’ proposed schedule.
-Work at 232 3rd Avenue under this contract is just remove and cap existing pipe as shown on plan.

13. Right-of-Way / Easements

- a. No existing easements beyond ROW.
 - May need minor encroachments onto property for sewer/water service connections.
 - Also may need minor encroachments for sloping, driveway patches, and restoration.
- b. Coordination for sewer and water services:
 - i. Permission from property owners.
 - ii. Stop short of ROW if no permission.
- c. ROW limits will be staked as necessary.

14. Restrictions

- a. Working hours:
 - i. Project Manual – Section 01310.
 - ii. 7:00 am to 7:00 pm.
 - 1. No starting of equipment early.
 - Also be aware if fueling equipment before 7:00 am.
 - iii. Monday to Friday.
 - iv. Saturdays – by request.
 - v. Sundays and holidays – only with written authorization or emergency.
 - Utility Systems stated they will not work on the 4th of July. At this time also do not plan to work on July 5th either.
- b. Utility service interruptions:
 - i. General requirements per Project Manual Section 01310 – Coordination.
 - ii. Water: Project Manual Section 02510 – Domestic Water System.
 - 1. Connection to 12-inch main on 8th Avenue.
 - 2. Temporary water system on 8th Avenue.
 - iii. Sanitary Sewer: Project Manual Section 02530 – Pipe Sewers – Sanitary.
 - Utility Systems stated they do not plan on temporary sanitary conveyance.

15. Utilities

- a. City of Two Harbors – Gas and Electric
 - i. Gas – Coordinate with Paul Johnson.
 - Gas utility was discussed in detail.
 - Paul reviewed location of gas mains and services in alleys. He stressed the gas utility in alleys is the most critical item from his perspective.
 - City plans to dig gas main on Alley North of 8th Avenue ahead of time, and will be prepared to shut it down if necessary during construction.
 - ii. Electric – Coordinate with Blake Prince.
 - City can hold any poles if necessary.
 - iii. Most located in alleys.
 - 1. Pothole in advance (bid item).
 - Bid item provided. City stressed their expectation this will be used. Enough quantity to locate majority of services.
 - 2. Modification of alley excavation if necessary.
 - It should be expected some utilities will be within design section.
 - Discussed that design section can be modified if necessary to avoid utility. May raise bottom of excavation, reduce width, and/or taper sides, depending on specific conditions.

-City, Bolton & Menk, and contractor will review situations encountered in each alley and reach consensus if any modifications are needed.

3. City may want to have personnel on site during excavations.

- Paul stated there was a lot of communication between he and contractor on 2018 project, and that was very helpful. He wants that again this year.

-Paul further stressed he expects the contractor will go at the proper pace for the excavation in the alleys, and will not rush. He stated if the work is rushed and causes problems for the gas utility, the work will be stopped.

- iv. Potential City Electric work within project limits:

1. Placement of new underground conduits.

-City plans on placing empty 2" PVC conduits in bottom of excavations at end of alley segments.

2. Replacement of light poles.

-City plans to demo existing and replace with new poles & lights.

-City will furnish and install all materials.

-City work should not impact contractor's work.

- b. Telecommunications:

- i. Frontier.

-Mostly on poles in alleys with City electric.

- ii. Northeast Service Cooperative (NESC).

- c. Cable TV – Mediacom – responded all clear.

- d. Centurylink.

-Utility Systems stated they submitted GSOC locate request June 13th.

16. Contractor Schedule

- a. Written schedule required per Spec 01310/01330.

- i. General approach per e-mail of June 5th.

1. 8th Avenue.
2. Alleys N of 7th and 8th Avenues.
3. Alley N of 2nd Avenue (both blocks).
4. 9th Avenue.

-Utility Systems furnished written schedule at meeting. See copy included with these minutes.

- b. Anticipated start of work.

-Plan to mobilize to site June 17th.

-Utility Systems wants to start immediately on 8th Avenue utilities.

-Propose to pothole 12" watermain on Monday to confirm location and conditions.

-Propose to shut down main for overnight connection Tuesday night.

-Will require written notices to affected properties Monday morning. Garey to work with Paul to identify affected properties.

-Garey to visit grocery store to confirm Tuesday night does not cause problems.

-City will key valves Friday/Monday to prepare.

- i. Verify whether tree removal & saw cutting triggers Milestones.

-Consensus milestones not triggered until surface removal begins.

-Intend to do tree removal and saw cutting on all segments right away. Utility Systems will confirm exact schedule with Garey.

- c. Projected completion – September 27th.

- d. Number of Crews
 - Plan is for only one on-site at a time.
 - Different crew will be used for 8th Avenue than for 9th Avenue and Alleys.
 - e. Number of sites under construction simultaneously
 - i. Two allowed during Milestone 1 activities (Project Manual section 01310).
 - ii. Up to four sites allowed during Milestone 2 activities.
 - iii. If more sites desired for work simultaneously during either Milestone, written request and written authorization required.
 - Schedule does not anticipate requesting to have additional sites opened.
 - f. Hours/Days of Work
 - Standard week will be 12-hour days Mon – Thur. Shorter day on Friday.
17. Subcontractors / Suppliers
- a. Information submitted with bid.
 - i. Additions?
 - ii. Updates?
 - Utility Systems provided updated information at meeting. See copies attached.
18. Submittals
- a. Project Manual Section 01330 – Submittals.
 - i. Submittals list.
 - ii. Submittals accepted to date:
 - 1. Sanitary MHs
 - 2. MH castings (solid top)
 - 3. Select granular
 - 4. Pipe bedding
 - 5. Pipe materials and appurtenances.
 - iii. Submittals reviewed and requiring revision to date:
 - 1. CB casting
 - 2. Hydrant
 - Noted that hydrants have plugged weep holes.
 - Will need updated shop drawing prior to construction on Tuesday.
 - 3. Other items as transmitted to contractor.
 - iv. Submittals not yet received
 - 1. Storm sewer structures
 - Utility Systems noted storm structures coming from different supplier than sanitary MHs, due to lead time. Forterra will supply storm structures.
 - 2. Concrete mix design
 - 3. Bituminous mix designs
 - 4. Class 5
 - 5. Restoration (topsoil and seed)
 - b. Project Manual Section 02510 – Domestic Water System:
 - i. Work Plan for 8th Avenue water system (Spec 02510 3.1.B)
 - Verbal discussion. Plan to install new hydrant with work on Tuesday. Once new hydrant is tested, will use as source for temporary water.
 - Plan temporary water on both sides of 8th Avenue.
 - Plan connections through hose bibs. Do not plan to connect any at curb stop.

- c. Project Manual Section 02530 – Pipe Sewers – Sanitary:
 - i. Work Plan for temporary bypass.
-Do not anticipate using.
 - ii. DVD and log of televising.

19. Safety

- a. Project Manual Section 00800 – Supplemental Conditions:
 - i. SC-7.12: Contractor responsible for initiating, maintaining, and supervising all safety precautions and programs in connection with the work.
- b. Project Manual Section 01110 – Summary:
 - i. Potential deducts for non-response to safety issues.
- c. Material safety data sheets.
- d. OSHA requirements.
- e. Public Safety.
 - i. Project site located in residential areas.

20. Site Management

- a. Stockpiling / staging / boneyard:
 - i. Contractor responsible to secure sites.
-Utility Systems does not plan to have a job trailer. Just a tool trailer they will move from block to block.
-Utility Systems stated they will need a site to store materials such as pipe and fabric. City stated they can designate an area at the Public Works Shop.
- b. Disposal:
 - i. No disposal within project area.
-Disposals are planned to go to Hudson pit.
- c. Sanitary facilities
 - i. Contractor required to provide sanitary facilities for use by employees.
 - ii. Locate so as not to adversely impact any adjacent properties.
- d. Respect of adjacent properties.
 - i. No trespassing.
 - ii. Control trash and debris.
 - iii. No offensive language or behavior.
- e. Garbage service
 - i. Uses alleys.
 - ii. Multiple haulers.
 - iii. Contractor responsible to maintain service.
 - 1. May require transporting containers to and from ends of alleys.
-Discussed at meeting. Multiple haulers and different collection days.
-Intent is no impact on residents; they put out cans as usual. Either garbage trucks can access the alley, or contractor will bring to end of the block and return after.
- f. School Bus routes
 - i. Be aware of if construction extends into start of school year.
 - ii. Other routes?
-Not aware of any school bus routes that use the project blocks.

21. Erosion Control

- a. Temporary.
 - i. Hydraulic Mulch (No Seed)
-Per NPDES permit requirements (more than 7 days).
- b. Permanent.
 - i. Standard restoration seed with hydromulch.
 - ii. Bid item for blanket on steep slopes.
 - iii. Bid item for sod
 - 1. For use upon specific request.
- c. Dust control.
 - i. Prior to weekends.
-Noted that residents made this specific request at Neighborhood Meeting.
- d. Street sweeping / cleaning.
-Monitor conditions and perform as necessary.
- e. Temporary sediment traps
 - i. 8th Avenue
-Bid item and details are in the construction documents. Utility Systems not decided yet if they will use. This can be omitted if project can be managed without.

22. Traffic Control and Access

- a. Project Manual Sections 01550 and 01555.
 - i. Haul routes.
 - 1. No use of alleys.
 - 2. Use Highway 61 and County Roads to maximum extent practical.
 - ii. Daily access.
 - 1. Residential properties – daily from 7:00 pm to 7:00 am.
-8th Avenue can be closed to traffic for duration of work. No driveway connections to this block.
 - a. Alleys – accessible from at least one direction.
 - b. 9th Avenue
-Noted this is only access for townhome development.
 - 2. Curb / driveway construction.
 - a. Access interruption allowed during curing.
 - b. Notification of residents.
-Parking will be allowed on avenues/streets during curing.
 - iii. No open trenches overnight.
-This point was emphasized during meeting.

23. Public Infrastructure

- a. Project Manual Section 01310 – Coordination.
- b. Sanitary Sewer System – Project Manual Section 02530:
 - i. Maintenance of existing flow:
 - 1. 8th Avenue
 - ii. Verification of existing sanitary service locations along 8th Avenue.
-Utility Systems asked if existing services had been televised. City replied they had not; only the main was televised. Properties own their service all the way to main, including the wye.

- iii. Connection to existing service.
- iv. Document service locations for record drawings.
- v. Imported granular bedding material required per Detail and Specification.
- c. Water System – Project Manual Section 02510:
 - i. Operation only by City Staff.
 - ii. Coordination with City for connections.
 - iii. Temporary water system.
 - iv. Water for construction
 - 1. Contractor responsible to furnish.
 - 2. Do not take from hydrants on site.
 - 3. Hydrant available at Public Works building for use.
 - a. Coordination with City Water Department.

-Use of hydrant at City Shop was confirmed. Hydrant is metered to track usage. No charge for water.
 - v. Hydrants – plugged weep holes.

-This item noted previously in minutes.
 - vi. Insulation – bid item for use if needed.
 - vii. Connection to 12-inch main.
 - 1. Overnight required.
 - 2. Phasing per plan & spec (C4.02, 01310 3.1).
 - 3. Advance excavation of tee – pay item.

-These items noted previously in minutes.
- d. Sewer or Water Service Interruptions
 - i. As previously discussed.
- e. Storm Sewer
 - i. Alley North of 2nd Avenue (2nd to 3rd St.)
 - ii. Drain Tile
 - 1. Alley North of 2nd Avenue – both blocks.
 - a. Provide new structures ready for connections.

-Will confirm when shop drawings are received.
 - 2. Connections to existing structures
 - a. Core drill required.

-Included in the bid item.
 - b. 8th Avenue
 - c. Alley North of 8th Avenue
 - i. 8" main
 - ii. 6" laterals with yard drains

-Exact locations of yard drains to be verified in field.
- f. Alleys – drainage
 - i. Cross slope.

-Reviewed that alleys are sloped into the hill to prevent runoff onto properties along low side of alley.

-Noted that V-curb is included in bid items for use as needed in alleys to help with sloping. Plans show anticipated areas. Exact locations will be finalized in field.
 - ii. Transitions at ends
 - 1. Concrete Aprons at the end of each Alley Entrance
 - 2. Concrete Pad at the end of Alley North of 2nd Avenue (2nd to 3rd St.)

24. Removals

a. Trees

i. Designated by Owner or Engineer.

-All trees have been marked.

-There is an additional tree the City would like taken down if possible while their sub is on-site. No grubbing of stump; just clearing. Garey will coordinate with sub and Utility Systems. Quote would need to come from Utility Systems, not directly from their subcontractor.

b. Bushes / Shrubs

i. Incidental. No separate bid item.

c. Signs

i. Bid items for salvage & reinstall existing.

1. Includes storage.

ii. City may prefer to provide new materials.

-City anticipates it will want new materials. City will check sign panels to confirm.

-City will furnish new materials if they are to be used.

-Should be no difference in contractor scope of work whether existing or new sign materials are used.

iii. Temporary signs during construction.

d. Pavement – Project Manual Section 02220.

i. Method.

ii. Type

1. Existing concrete pavement

a. Bituminous overlays included in bid unit price.

iii. Saw cutting.

1. Bid item by type.

2. Includes avenues, alleys, and driveways.

-Utility Systems intends to saw all pavements at start of project.

-It was noted driveway removals marked at this time are based on plan.

Driveway limits may be revised during construction based on slopes.

e. Sidewalks

i. Limits to be reviewed with Owner or Engineer prior to removals.

1. Intent to avoid impact to steps on north side of 8th Avenue if possible.

a. Pipe railings not anticipated to be necessary.

-Need to maintain safe trenches for work. If steps need to be removed to do so, then steps will be removed. But if can have safe trenches and avoid removal of steps, that is preferred.

ii. Establish closure or maintain access as necessary after removals and prior to placement of new concrete, and also during curing period of new concrete.

f. Sewer and/or water pipe:

i. Anticipate all existing will be removed and not abandoned in place.

g. Salvage items as designated by Owner – Project Manual Section 02220, Item 3.1.H.

i. Castings, hydrants, valves, valve boxes.

-City has first choice to keep removed materials. Any removed materials the City wants to keep shall be delivered by contractor to the City Shop.

-Contractor to dispose of all removed materials not wanted by City.

-Any removed materials to be disposed that will sit more than a few days should be transported to the Public Works Shop in the interim, and should not be left on the job site.

25. Excavation

- a. Payment at Plan Quantity.
 - i. Any increase in excavation limits (area or depth) directed in field will be measured and paid as Common Excavation, Special.
 - ii. Any decrease in excavation limits (area or depth) directed in field will not reduce plan quantity.
-This includes modification to alley excavation due to gas utility as discussed.
- b. Alley Excavation – general
 - i. Standard with 16-feet.
 - ii. Standard depth 24-inches.
 - iii. Review with City & Engineer if any modifications to excavation needed:
 - 1. Reduction of depth or width.
 - iv. Pothole / review existing gas main and services in advance. Bid item.
-See previous discussion in these minutes.
- c. Alley North of 8th Avenue
 - i. East end of alley to be less than 16-feet wide past critical garage (C6.06).
-This is noted on drawings.
-Use concrete curb to define north edge of alley.

26. Testing

- a. Sanitary Sewer:
 - i. Televising.
 - ii. Deflection / mandrel.
 - iii. Leakage test (air or hydrostatic).
 - 1. Waived for segments with existing services reconnected.
- b. Water System:
 - i. Pressure, conductivity, bacteria specified.
 - ii. Owner / Engineer can waive any test at discretion.
 - iii. Visual inspection minimum.
- c. Trench backfill.
- d. Aggregate, bituminous, concrete.
- e. Adequate notice for scheduling.
- f. AET providing construction materials testing for Owner.
-Garey will coordinate testing on behalf of City.
-Contractor can also do their own testing if they want.

27. Payments

- a. Quantities
 - i. Contractor furnished.
 - ii. Verification with Engineer.
-Garey and Foreman should meet weekly to review.

iii. Tickets:

1. Aggregate materials for street.
 - a. Weight tickets preferred.
-Weight tickets will not be available.
 - b. Volume tickets are acceptable.
-Don't need individual tickets for each load.
-Weekly tickets at a minimum. Daily is preferred.
 - c. Conversion factors on plans.
2. Bituminous mix & tack.
-Weight tickets are expected for bituminous mix.
3. Other?

b. Monthly/Cut-off Date.

- Planned cut-off date will be last Friday of the month.*
- BMI will prepare draft based on quantities reviewed at weekly meetings.*
- Send draft pay requests to Jim Pucel at Utility Systems for review.*
- Jim will send signed copy back to BMI.*
- Signed/scanned copies are acceptable for intermediate pay requests.*
- BMI will submit to City Council.*
- Council meets twice per month – 2nd & 4th Mondays.*
- Will try to turn pay requests around as quick as possible. Due to Council packet lead times, payments might wind up at 2nd meeting of the month (4th Monday).*
- Will see how process goes on first request, can adjust if necessary.*

c. Change Orders / Extra Work.

- Minor issues will be handled through bid items.*
- If something will need a change order, try to identify in advance so can bring change order to City Council before the work is done.*

28. Project Completion

- a. Initial Inspection.
- b. Punch List (Final Inspection).
- c. Contractor information for Record Drawings:
 - i. Project Manual Section 1330.
 - ii. Sanitary sewer service information.

End of Agenda.

Minutes prepared by City Engineer Joe Rhein.

Copies of minutes to all persons listed on sign-in sheet.





Attachments:

- *Sign-in sheet.*
- *Heritage Days schedule.*
- *Contractor schedule*
- *Subcontractor & Suppliers list.*



Preconstruction Sign-in Sheet

Project Name: 2019 Street and Alley Improvements Project		
Client Name: City of Two Harbors		
Bolton & Menk Project No. N16.117151	Date of Meeting: Friday June 14, 2019	Time of Meeting: 9:00 AM
Project Engineers: Joe Rhein		
Contractor: Northland Constructors of Duluth, LLC		

Name	Representing	Phone / E-mail
Jim Pucel 	Utility Systems of America, Inc.	Phone: 218-744-4342
		Cell:
		Email: usainc@mchsi.com
Kenny Huisman	Utility Systems of America, Inc.	Phone: 218-744-4342
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		Email: kenny6590@msn.com
Dan Walker 	City of Two Harbors City Administrator	Main: 218-834-5631
		Direct: 218-834-8803
		Email: dwalker@twoharborsmn.gov
Jim Gilbert	City of Two Harbors Streets and Storm Sewer	Phone: 218-834-8810
		Cell:
		Email: jgilbert@twoharborsmn.gov
Paul Johnson 	City of Two Harbors Sanitary Sewer, Water, Gas	Phone: 218-834-8812
		Cell: 218-591-0609
		Email: pjohnson@twoharborsmn.gov
Steve Kosmo	City of Two Harbors Sanitary Sewer, Water, Gas	Phone: 218-834-8812
		Cell:
		Email:
Blake Prince 	City of Two Harbors Electric	Phone: 218-834-8811
		Cell: 218-343-3186
		Email: bprince@twoharborsmn.gov
Krysten Foster	Lake County	Phone: 218-834-8380
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		Email: ted.bilben@ftr.com
Tim Jacobsen	Frontier	Phone:
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		Email: timothy.jacobson@FTR.com
Ken Walker	Lake Connections	Phone:
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		Email: Garey.Pankonin@bolton-menk.com
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<i>Jim Sellars</i>	<i>USA</i>	Phone:
		Cell: <i>218-966-3882</i>
		Email:
<i>LR</i> <i>Dan Lampert</i>	<i>USA</i>	Phone:
		Cell: <i>218-750-6638</i>
		Email: <i>USA2HC@MCHSI.COM</i>

HERITAGE DAYS 2019 SCHEDULE (subject to change) FUNDED IN PART BY CO-OP LIGHT AND POWER and the TWO HARBORS AREA COMMUNITY FUND.

THURSDAY JULY 11, 2019

Medallion Hunt sponsored by Dairy Queen, clues at DQ, new clue each day until found, \$100 to the winner.

4:00 PM race day registration for run/walk @ breakwall

6:00 PM Heritage Days walk breakwall

6:30 PM Heritage Days 5K run breakwall

6:00 pm Classic car cruise begins at Ecumen Scenic Shores for viewing, cruise through Two Harbors and will end at Culvers

6:15 pm Kiddie Parade Line Up

6:30 pm Kiddie Parade Step Off

6:30 pm Free Ice Cream Social-Thomas Owens Park-Sponsored by The Lake Bank

6:45 pm Kids Activities at Thomas Owens Park-Sponsored by North Shore Fed. Credit Union

7:30 pm-8:30 pm Two Harbors City Band at the Bandshell

8:00 pm Teen Jam at the community center lot

FRIDAY JULY 12, 2019

Arts/Crafts, Vendors begin at 11:00 am. Bungee jumper and slide, Helicopter Rides below RR tracks.

Medallion Hunt continues until found. Hot Dog Stand fundraiser for the THHS Spanish Club All Day . Depot area

9:30 am-Golf Scramble Registration at Lakeview National

11:00 am-Golf Scramble Shotgun Start- Lakeview National Golf Course

11:30 am-12:30 pm Dave Cofell-Heritage Days stage

12:30 pm-1:30 pm-Briand Morrison & Roxann Berglund-Heritage Days Stage

1:30 pm-2:15pm Roxann Berglund & Briand Morrison-Heritage Days stage

2:30 pm-4:30 pm Two Harbors Ukulele Group- Heritage Days Stage

4:00 pm- 6:00 pm The Lake Superior Zoomobile- Animal Fest Thomas Owens Park Bandshell

4:30 pm-5:30 pm Lutefisk Toss, with T.H.U.G.

6:00 pm Stonehouse Two Harbors Martial Arts Performance- Thomas Owens Park-Bandshell

7:00 pm-11:00 pm Street Dance with The Award Winning Northwoods Band 1st Avenue at 7th Street

SATURDAY JULY 13

Arts/Crafts, Vendors begin at 10 am. Bungee Jumper and Slide. Helicopter Rides below rr tracks. Medallion hunt continues until found.

7:00am-12:00pm Pancake Breakfast at Fire Hall

8:00 am-3:00 pm Car show at Danny's Auto 3rd Ave. @7th street Registration ends at 11:00 am.

11:00 am-12:00 pm Two Harbors City Band at the Bandshell

10:30 am-11:30 am Mixed Trio

11:30 am-12:30 pm Something Special-Heritage Days Stage

1:00 pm Heritage Days Parade-7th Street and First Avenue

2:30 pm-3:30 pm Luke Heikkila- Heritage Days Stage

3:30 pm-4:30 pm Luke Heikkila- Heritage Days Stage!

4:30 pm-5:30 pm-Jeremy Lepak-Ventriloquist-Heritage Days Stage

6:00 pm-8:30 pm Press Camp- Thomas Owens Park Bandshell

SUNDAY JULY 14

Arts/Crafts, Vendors begin at 11:00 am, Bungee jump and slide, Helicopter Rides, pink ambulance for cancer

7:00 am-12:00 pm Pancake Breakfast at Firehall

7:00 am-12:00 pm Breakfast at the Airport

9:00 am-10:00 am Church Service at the Bandshell Thomas Owens Park

12:00 pm-1:00 pm Jeremy Lepak-Ventriloquist- Heritage Days Stage

1:00 pm-2:00 pm Gina Lee- Heritage Days Stage

2:00 pm-3:00 pm Jim Holbeck-Heritage Days Stage

3:00 pm-4:00 pm Ricky Sundstrom-Heritage Days Stage

4:00 pm-5:00 pm The McCullough Brothers-Heritage Days Stage

6:00 pm Heritage Days closing church Service

SCHEDULE IS NOT ALL INCLUSIVE AND IS SUBJECT TO CHANGE. SOME EVENTS ARE WEATHER PERMITTING.

City of Two Harbors
2019 Street and Alley Improvements
Project Schedule

June 16- July 19

(Mobilization, tree removal and saw cutting on the entire project)
(8th Avenue West of 9th St.--- removals, water, sewer and road reconstruction)

July 20-August 9

(Alley North of 8th Avenue)

August 10- August 24

(Alley North of 7th Avenue)

August 19- August 24

(Paving 8th Avenue and Alleys between 7th and 9th Avenues)

August 25- September 27

(Alley North of Second Avenue)

September 13 – September 27

(9th Avenue)

September 16- September 27

(Final turf and paving)

August 4- August 10

(9th Avenue East of 15th Street)

September 27- October 18

(Punch list items)

NOTE:

This construction schedule is tentative in nature and may be altered at any time.

City of Two Harbors
2019 Street and Alley Improvements
Subcontractors & Suppliers List

CONTRACTOR: Utility Systems of America, Inc.
P.O. Box 706
Eveleth, MN 55734-0706

(218) 744-4342 Phone
(218) 744-5491 Fax
usainc@mchsi.com Primary Email address

General Superintendent: Ken Huismann Cell: 218-780-4809

Project Superintendent: Jim Sellars Cell: 218-966-3882

Project Manager: Jim Pucel Office: 218-744-4342

SUBCONTRACTORS:

Bituminous Paving:

Mesabi Bituminous, Inc. (218) 741-8291 Phone
PO Box 728 (218) 749-0765 Fax
Gilbert, MN 55741

Concrete Restoration:

Hovland, Inc. (218) 722-1662 Phone
4177 Thunderchief Lane (218) 722-2311 Fax
Hermantown, MN 55811

Traffic Control:

ITS (218) 547-4900 Phone
PO Box 1635 (218) 547-4912 Fax
Walker, MN 56484

Landscaping:

Erosion Control Specialists	(218) 879-5000	Phone
PO Box 365	(218) 879-1400	Fax
Esko, MN 55733		

Tree Removal:

Ricks Tree & Stump Removal	(218) 728-2427	Phone
4268 W. Calvary Rd	(218) 728-2427	Fax
Duluth, MN 55803		

SUPPLIERS:

Sanitary Manholes:

Del Zotto Products Inc.	(218) 384-3066	Phone
1900 County Road 1	(218) 384-3087	Fax
Wrenshall, MN 55797		

Storm Manholes & Pipe:

Forterra	(763) 545-7473	Phone
6655 Wedgewood Road	(763) 416-1633	Fax
Maple Grove, MN 55311		

Castings:

Ess Brothers	(763) 478-2027	Phone
9350 County Rd 19	(763) 478-8868	Fax
Loretto, MN 55357		

Pipe Materials:

Core & Main	(763) 428-7473	Phone
16195 54 th ST NE	(763) 428-7559	Fax
St. Michael, MN 55376		